

Setup or Change

WEB PAYROLL & TAX SOLUTIONS

EMPLOYEE SETUP / CHANGE FORM

CO #	Company Name	Division	Branch	Dept

Employee ID #					

Check here if you want **Web Payroll** to automatically assign this number

Last Name	First Name	Middle Name	Social Security #

Address1	Address2	Zip	City	State

FITW Status (circle one)	# of Exemptions	SITW (State of residence)	SUI (State employed in)
Single or Married			

Local Tax # 1	Filing Status	Exemptions	Workers Comp Code	Direct Deposit?
				Yes No

Add'l Withholding (flat \$ or % of gross)	Employee Status (circle one)
\$ _____ %	Active / Deceased / LOA / Retired / Terminated

Hire Date	Birth Date	Term Date	Base Rate	Salary Per Pay Period
			\$ _____	\$ _____

Pay Frequency (circle one)	<input type="checkbox"/> Check here for Automatic Pay
Weekly / Biweekly / Semi Monthly / Monthly	_____ Hours or Salary

RECURRING VOLUNTARY DEDUCTIONS	
\$ Amount or %	Description